

SENIOR HOMESITE AGENT

DEFINITION: Under general direction, performs work of moderate difficulty in overseeing, planning, and coordinating a departmental office, involving the review and processing of home site leases; serves as lead home site agent with supervisory responsibilities over an agency field or central program office; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Manages a small agency or central office realty activity, serving in the capacity as a lead home site agent; serves as spokesperson for the respective office in conveying home site lease processes and requirements; provides work assignments and direction to other home site agents and technicians; reviews completed work produced by technicians for compliance with established home site lease procedures and processes prior to submittal to central department office for approval.

Assures all required home site lease applications contain supporting documents prior to submittal for approval from federal realty office; resolves land disputes that may be of a controversial nature by researching and providing appropriate and accurate information of area in question; attends court proceedings on land disputes where home site leases are contested; represents office in meetings with various government offices concerned with home site leases.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal rules regulations, codes and guidelines on home site leases.
Knowledge of Navajo Nation Home site Lease Policies and Procedures.
Knowledge of customer service and public relations methods and practices.
Knowledge of public speaking methods.
Knowledge of computer hardware, software and peripherals.
Knowledge of real estate practices and procedures.
Knowledge of file maintenance and record keeping methods and practices.
Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.
Skill in reviewing applications, legal land descriptions, and quad maps for completeness and compliance.
Skill in communicating verbally and in writing.
Skill in reviewing and presenting technical assistance related to home site leases.
Skill in negotiating and resolving conflict.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extensive travel and public speaking throughout the Navajo Nation.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Engineering, Surveying, or Real Estate or a closely related field; and three (3) years of technical work in land mapping, surveying or real estate office experience.

PREFERRED QUALIFICATIONS:

- One (1) year of supervisory experience in land mapping, surveying or real estate.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 3415
Community and Economic Development Series
Land Clearance Group
Overtime Code: Non-Exempt
Pay Grade: 62

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.